



DEPARTMENT OF THE AIR FORCE  
OFFICE OF THE CHIEF OF STAFF  
WASHINGTON, DC

01 NOV 1999

MEMORANDUM FOR ALMAJCOM-FOA-DRU

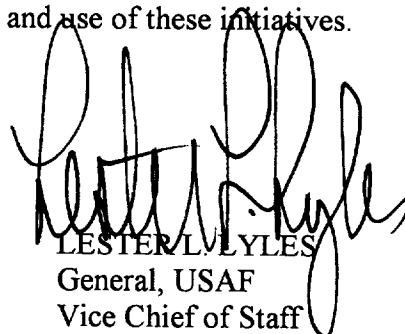
FROM: HQ USAF/CV  
1670 Air Force Pentagon  
Washington, DC 20330-1670

SUBJECT: Support of Electronic Business/Electronic Commerce Initiatives

The Secretary of Defense's Defense Reform Initiative focuses on changing DoD's acquisition, logistics, and financial business practices to enable us to become more competitive. The Air Force continues to take a comprehensive look at our business processes and has reengineered many using advanced technologies to provide better support to the warfighter.

Today, there are a number of paperless contracting initiatives underway in our acquisition, logistics, and financial communities to support DEPSECDEF's paperless contracting goal of 1 Jan 00. These initiatives (Atch 1) are taking place at the base level and embrace DoD's Electronic Business/Electronic Commerce strategic plan as well. Most of these tools represent cross-functional partnerships and have far-reaching implications. One prime example is the Automated Business Services System where funding availability/commitment data is passed electronically at the beginning of the process and continues to "flow" all the way to Defense Finance and Accounting Services for payment. Additionally, there are other DoD-wide or AF tools that are being fielded to meet this goal. It is imperative that we begin utilizing these new tools as quickly as they are fielded. Our mandate is to complete as many actions as practicable using our electronic tools including e-mail and electronic distribution systems. These changes will ensure continued world class support to the 21<sup>st</sup> Century Air Expeditionary Force.

The Air Force has pledged our support of these initiatives to the SECDEF. I expect you to lend your full support for the implementation and use of these initiatives.

  
LESTER L. LYLES  
General, USAF  
Vice Chief of Staff

Attachment:  
EB/EC Initiatives

## AIR FORCE ELECTRONIC COMMERCE INITIATIVES:

**Automated Business Services System (ABSS).** This is a SAF/FM initiative to send the purchase request/funding document (PR/FD) electronically to the Contracting Office. Information is captured once and flowed to relevant coordinating/certifying offices. This process eliminates physical coordination of hardcopy documents, precludes multiple data entries, reduces errors and delays associated with manual processes, and expedite delivery of goods or service to the requiring office.

**Electronic Mall (EMall).** This Joint Electronic Commerce Program Office (JECPO) effort establishes a single point of entry and search capability for all Internet-based DoD electronic catalogs. Customers can purchase both products and services via one of three electronic "corridors": commodities, information technology, and services/construction. Military Services and Defense Agencies field "stores" along these corridors. Once fully deployed, EMall will provide one-stop visibility for ordering as well as visibility into the status of the orders. Use of pre-competed, pre-priced contracts plus use of the IMPAC card for orders less than \$25K significantly reduces time needed to obtain supply items.

**Electronic Posting System (EPS).** This GSA government-off-the-shelf product serves as the AF's central repository for requirements/solicitations. EPS expands the potential vendor base by allowing improved, easy access and search of AF-wide requirements. In addition, it works in concert with JECPO's DoD Business Opportunities (BUSOPPS) page supporting the single entry point for DoD requirements. Benefits of this system include elimination of redundant AF systems, time and cost avoidance of printing/copying, mail distribution/preparation and postage/mailing, particularly in the area of construction drawings. Near term enhancements will allow vendors to submit proposals electronically.

**Electronic Document Access (EDA).** Defense Finance and Accounting Service (DFAS) initiative. EDA transmits contract award documents (basic contracts and modifications) to DFAS. This process greatly reduces unmatched disbursements and associated penalty payments through improved matching of receipt and invoice. AF realizes cost avoidance in postage, time, and duplication of lost or misplaced documents.

**Joint Electronic Document Access (JEDA).** JEDA is a joint Navy/Marine/AF initiative. It is a web-based front-end to EDA which allows for contract attachments such as statements of work, drawings, and specifications not permitted by EDA. JEDA also allows for internal paperless distribution to all AF contract recipients. Benefits include cost avoidance in postage, time, and effort associated with manual distribution of paper based contracts.

**Wide Area Workflow (WAWF).** This is a combined Paperless Contracting Implementation Planning Team/DFAS effort. When coupled with EDA, WAWF gives DFAS the complete file with which to marry up the contract and modifications, the invoice(s), and the receipt/acceptance documentation. Data entry errors are reduced through automatic field population and EFT payments are expedited.

AF metrics resulting from above initiatives can be obtained at:

[www.peoarbs.navy.mil/airforce/metrics/default.asp](http://www.peoarbs.navy.mil/airforce/metrics/default.asp)

AF Paperless metric POC is [Carrie.Cardwell@pentagon.af.mil](mailto:Carrie.Cardwell@pentagon.af.mil) (SAF/AQCI)